TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 16 DECEMBER 2008

Present: Andrew Grice (Committee Chair)**,** Andrew Irwin (PC Chairman) and Roger Birkett (VC Chair).
Also Present: Simon Oakley
Apologies: George Barlow and Christine Baker

485. MINUTES OF LAST MEETING

485.1 The minutes of the meeting held on 21 October 2008 were approved and signed as a correct record by the Committee Chair.

486. MATTERS ARISING

486.1 **(a) Paragraph 476.1(a) Football Wall:** LAT 25% contribution not forthcoming. The deficit will be paid from the General Reserves.

(b) Paragraph 479.4 Risk Assessment: the PC Chair had drawn up a risk assessment for the Parish Council which had been circulated to councillors. The assessment will come before full Parish for approval.

(c) Paragraph 474.2 BOB Memorial Woodland Maintenance: the Environment Chair had requested a quote for the work several times but although the contractor has confirmed that he will submit a quote none has been received. The Clerk is to chase it up.

487. REGULAR FINANCIAL REPORT AND BUDGET UPDATE.

487.1 Amounts paid into the bank accounts between 18 October and 12 December 2008 were noted as detailed below:

Paid In	£	Deposit Slip		Description
07/11/2008	£142.80	343	TVC	VC Accs & bookings
07/11/2008	£77.77	343	Mr J Simnett	Horsefield rent
08/12/2008	£5,159.73	BAC	SITA	BOB expenses reimbursement
12/12/2008	50.00	344	Dr Wilson	Car park contribution
12/12/2008	118.40	344	St Andrews	Newsletter Contribution
12/12/2008	5.00	344	Garden Club	PLI contribution
12/12/2008	56.25	344	Mr K Arnold	Allotment Fees
12/12/2008	168.93	344	TVC	VC Accs & Bookings
TOTAL	**£5,778.88**			

487.2 The Committee RESOLVED that the payments made between 18 October and 12 December 2008 should be approved as follows:

Date	£	Cheque No.	Payee	Description
21/10/2008	£52.50	1454	TVC	Reimbursement for nets installation
21/10/2008	£66.28	1455	Mrs M Monachan	Balance of Clerk's salary plus expenses
21/10/2008	£163.14	1456	HM Revenue & Customs	NICs & Tax
21/10/2008	£646.25	1457	Mazars	External audit fees 2007/2008
21/10/2008	£101.95	1458	Mrs M Monachan	PC Quarterly phone bill
21/10/2008	£228.26	1459	Portsmouth Water Ltd	Allotment Water 17/04-21/10/08
21/10/2008	£1,000.00	1460	CDC	CW Contribution - October
21/10/2008	£108.31	1461	RPM	Additional questionnaires
28/10/2008	£100.00	S/O	Mr J Rudkin	Litter warden honorarium
11/11/2008	£47.09	1462	WSCC	Street Lighting maintenance
11/11/2008	£297.85	1463	RPM	Newsletter printing - November
11/11/2008	£95.53	1464	MH Kennedy & Son Ltd	Grass cutting - October
17/11/2008	£689.51	S/O	Mrs M Monachan	Basic salary inc VC accs & bookings
18/11/2008	£564.00	1465	The Aldingbourne Trust	BOB:SITA: woodland maintenance
18/11/2008	£183.06	1466	Mrs M Monachan	Balance of Clerk's salary plus expenses
18/11/2008	£223.48	1467	HM Revenue & Customs	NICs & Tax
18/11/2008	£24.99	1468	Mr A Irwin	PAP: questionnaires ice lollies
28/11/2008	£100.00	S/O	Mr Rudkin	Litter Warden Honorarium
04/12/2008	£117.00	1469	SLCC	Annual subscription
04/12/2008	£58.76	1470	Aztec Computers Ltd	Domain Registration
04/12/2008	£304.27	1471	RPM	Newsletter printing - Dec/Jan
04/12/2008	£599.25	1472	Knight Fencing Ltd	Spitfire Court: metal fencing
04/12/2008	£102.93	1473	Stock Displays Ltd	Replacement perspex panels
04/12/2008	£97.54	1474	Super Signs Ltd	Ownership signs for rec field
04/12/2008	£30.35	1475	J Sansby	Spitfire Court: bulbs
04/12/2008	£101.76	1476	MH Kennedy & Son Ltd	Grass cutting - November
04/12/2008	£100.00	1477	Mrs M Monachan	Use of home as office 2nd payment
TOTAL	**£6,204.06**			

487.3 The bank balances as of 16 December 2008 were reported as follows:

Current Account	-£114.05
BHI Account	£16,962.77
SIB Account	£43,319.02
Total Balance	**£60,167.74**

487.4 The Committee received the Budget Update as of 12 December 2008.

487.5 The Committee noted that SITA had reimbursed the Memorial Woodland expenses in full.

487.6 The Committee AGREED to recommend to full Parish that all future projects of the same scale as the Memorial Woodland should be supervised by the Parish Council or by a nominated councillor.

488. BATTLE OF BRITAIN MEMORIAL WOODLAND UPDATE.

488.1 The Committee noted that the grant aspect of the project was completed but that there would be an ongoing maintenance programme with a separate budget.

489. SPITFIRE COURT UPDATE

489.1 The PC Chairman informed the Committee that the donated top soil had been delivered and the retaining wall installed. Any soil abutting the end garage had been removed and a small gap left.

489.2 The Committee discussed the funding options available for the fence between Spitfire court and Tamar Way.

490. DRAFT BUDGET FOR 2009/2010.

490.1 The Committee considered the draft revenue estimates for 2009/2010 that had been produced from the 30 November Update. Notes on the draft Budget had also been circulated to all councillors (for copy see Minute Book). The two main proposed additions are a budget of £4,000 for the Parish Action Plan to promote the Pride in Tangmere and Tangmere goes Local initiatives and a maintenance budget of £2,000 for the Memorial Woodland. There is a proposed transfer to the Capital Account of £4,500 as a legal contingency fund. The proposed draft Budget results in an increase of £53,500 - a 15% increase of the precept. The Committee discussed the various sections and noted the number of dwellings in the village would increase by 9% as a result of the Fire Depot development. When this housing increase is taken into account, the 15% increase in the precept would, in real terms, be reduced to 6% for each household.

490.2 The Committee **RESOLVED TO RECOMMEND TO COUNCIL** that:

(i) The draft revenue estimates and capital statement for the financial year 2009/2010 be approved;

(ii) The level of the precept for 2009/2010 to be increased to £53,500.

491. TO RECEIVE INTERNAL AUDITOR'S COMMENTS ON INTERIM AUDIT

491.1 The Committee received the Internal Auditor's report. The proposed level of the general reserves has been discussed as part of the draft Budget 2009/2010.

491.2 The Committee AGREED at the end of the financial year to carry over any surplus from the allotments to an earmarked budget in the capital account to be used only for allotment purposes.

492. GRASS CUTTING CONTRACT FOR 2009/2010 AND RECREATION FIELD MAINTENANCE QUOTES.

492.1 The Committee AGREED to continue with the current contractor due to the high standard of his work subject to his costs only increasing by a maximum of 5%.

492.2 Three contractors had been asked for quotes for the maintenance work detailed in the 2008 ROSPA report. One quote had been received (for copy see Minute Book) which was considered expensive and had a minimum fee of £480. A second contractor had conducted a site visit and is to forward on a quote. The third contractor had stated that due to the piecemeal nature of the work would only be interested in quoting for the repair of the goalmouth. The Committee AGREED to await the second quote.

493. TO REVIEW HORSE FIELD RENT FOR 2009

493.1 The Committee AGREED to leave the horse field rents unchanged at £77.77 per quarter.

494. TO CONSIDER SEVERAL REQUESTS FOR FINANCIAL ASSISTANCE

494.1 Two applications for financial assistance had been received. The Committee discussed each of the requests.

494.2 The Committee AGREED the following:
(i) To award 4Sight a grant of £50 under S137.
(ii) To contribute £67.50 towards the Village Centre rental charges for St Andrew's Fair.

495. ANY OTHER MATTERS FOR INFORMATION

495.1 The Committee noted that the bike rack and shelter had been given permitted to build rights.

Date of next meeting: 24 February 2009